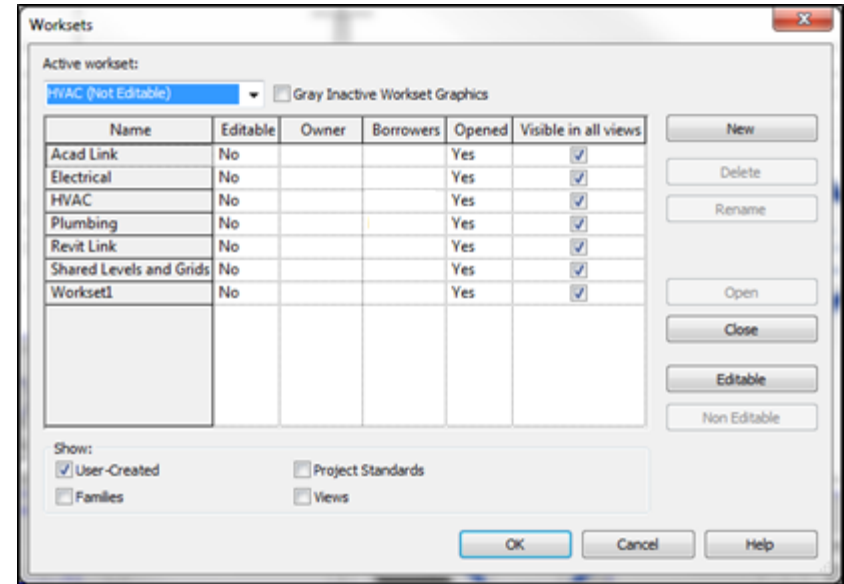


Worksets

Autodesk Revit projects can be subdivided into worksets. A workset is typically a discrete function area, such as HVAC, electrical, plumbing, or piping. Only one user can edit each workset at a given time. All team members can view worksets owned by other team members, but they cannot make changes to them.


Team members adding and changing elements in worksets can save their work to a local file on the network or their own hard drive, and publish work to a central file whenever they choose. They can update their local files at any time with the latest changes other team members have published.



Worksharing Terminology

Term	Definition
worksharing	A design method that allows multiple team members to work on the same project file at the same time.
central model	The master project file for a workshared project. The central model stores the current ownership information for all elements in the project, and acts as the distribution point for all changes published to the file. All users save their own local copies of the central model, work locally, and then Synchronize with Central so that other users can see their work.
workset	A collection of elements in a project. A workset is typically a discrete functional area, such as HVAC, electrical, plumbing, or piping. When you enable worksharing, you can divide a project into worksets, with different team members responsible for each workset.
active workset	The workset to which new elements are added. The active workset name displays on Collaborate tab ► Worksets panel or the status bar.
element borrowing	Allows you to edit an element that you do not own. If no one owns the element, permission to borrow is automatically granted. If another team member is currently editing the element, that team member is the owner of the element and you must place a request to borrow the element from that team member.

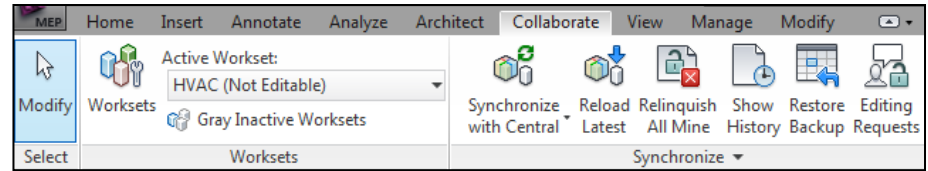
Creating Worksets

1. Open your local copy of the central model.
2. Click Collaborate tab → Worksets panel → 
3. In the Worksets dialog, click New.
4. In the New Workset dialog, enter a name for the new workset.
5. To display the workset in all project views, select Visible in All Views.

Note: Clear this option if you want the workset to display only in views where you specifically turn on its visibility. (You can also change the visibility of worksets later in the Visibility/Graphics dialog on the View tab.)

Note: If you are setting up a workshared model for your team and want to assign owners to each workset, each team member must open a local copy of the central model, select the workset in the Worksets dialog, and then select Yes in the Editable column.

6. Click OK.
7. When you finish creating worksets, click OK to close the Worksets dialog.
8. If you have added only one new workset, Revit MEP prompts you to make the new workset active. Click Yes or No.



Adding Elements to a Workset

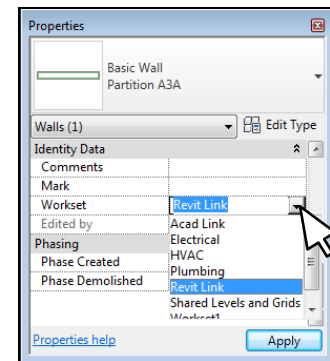
1. Select the workset from the Active Workset drop-down menu on the status bar or the Collaborate tab → Worksets panel
2. If you want all elements that were not created in the active workset to display as gray:

Click Collaborate tab → Worksets panel → 

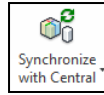
3. Add the necessary elements to the drawing area.

Reassigning an Element to a Different Workset

1. In the drawing area, select an element.
2. On the Properties Palette, locate the Workset parameter under Identity Data.
3. Click in the Value column for the parameter, and select a new workset.



Synchronizing with the Central Model



1. Click Collaborate tab → Synchronize panel →

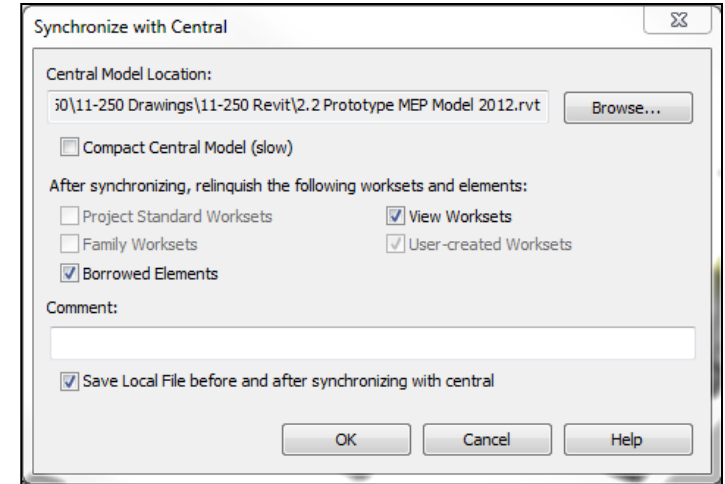
Note: You have the option to simply Synchronize now, or to Synchronize and Modify Settings, which allows you to modify the synchronize with central settings.

2. Verify the location of the central model.
3. Select Compact Central Model to reduce file size when saving.
4. Under After synchronizing, relinquish the following worksets and elements, select from the following options:
 - To make your changed worksets and elements available to other users, select the appropriate check boxes.
 - To synchronize the changes to central but keep the worksets and elements editable, clear the appropriate check boxes.
5. If desired, enter a comment that is saved to the central model.

Note: You can see all comments using the Show History tool found on the Synchronize Panel of the Collaborate tab.

6. Verify that 'Save Local File before and after synchronizing with central' is selected to ensure your local file remains synchronized with central.
7. Click OK.

Your changes are saved to the central model and any changes from other team members are copied to your local model.



Loading Updates from the Central Model



1. Click Collaborate tab → Synchronize panel →

Note: You can load updates from the central model without publishing your changes to the central model.